Ref. Ares(2025)2585154 - 31/03/2025

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REPORT ON DISSEMINATION PLAN AND SUSTAINABILITY STRATEGY

DELIVERABLE 6.1

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Building BIM digital competences

101183239 – BIM4WB – ERASMUS- EDU-2024-CB-VET

PROJECT INFO

Project title	Building BIM digital competences
Project acronym	BIM4WB
Project reference number	101183239
Funding scheme	Lump sum grant - ERASMUS- EDU-2024-CB-VET
Web address	https://bim4wb-eu.org/
Coordination institution	IES RIBEIRA DO LOURO
Project duration	36 months

The project aims to design and develop a Building Information Modeling (BIM) curriculum and training materials, focusing on innovating teaching and learning through learner-centered and real problem-based approaches. It includes the training of teaching staff to acquire new practical skills and the establishment of the BIM4WB platform, a user-friendly online resource for sharing knowledge, resources, and best practices related to BIM. The project targets enrolling at least 40 students/professionals in the training course and involves at least 15 teaching staff in personal and professional development skills training. It seeks to align academic offerings with the labor market to enhance student employability, with curriculum content reviewed by stakeholders to ensure it meets industry standards. Bim4WB is co-funded by the Erasmus+ Programme of the European Union during the period January 2025 – December 2027

PROJECT PARTNERS:

1. **IES RIBEIRA DO LOURO**
2. **BALIKESIR UNIVERSITY**
3. **EUROPEAN UNIVERSITY OF TIRANA**
4. **QENDRA PROTIK**
5. **UNIVERSUM INTERNATIONAL COLLEGE**
6. **AGENCY FOR VOCATIONAL EDUCATION AND TRAINING AND ADULT EDUCATION**

DOCUMENT CONTROL SHEET

Work package	Work Package 6 (WP6)
Ref. no and title of activity	D6.1
Title of deliverable	Dissemination Plan and Sustainability Strategy
Lead institution	European University of Tirana (UET)
Author(s)	Reni Ndreko
Document status	Final document
Document version and date	v.02 - 24 March 2025

DELIVERABLE EXECUTIVE SUMMARY

This report is devoted to dissemination and exploitation plan of the project`s activities and results. The aim of this deliverable is to set up set up an integrated communication and promotion plan that includes the rules, recommendations, and tools for effective internal (inside the project team) and external communication towards all relevant stakeholders and the university involved.
It will ensure that appropriate activities are envisaged to inform, engage, create awareness and promote information about the project, including its aims, its funding source, its outputs and impacts, as well as the wider societal implications, its results and impacts. This deliverable identifies different categories of stakeholders and interested target groups; it defines the different dissemination tools and approaches to be used by all partners of the project, it defines the structure of the project website to be realized and issued at M6; it defines the rules and principles to be followed by partners for internal and external communication.
Also, the plan defines a first proposal of how to render project outcomes sustainable, exploitable, and transferable after the end of the project.

VERSIONING AND CONTRIBUTION HISTORY

Version	Date	Revision description	Partner responsible
v.01	06.03.2025	First draft	UET
V.02	24.03.2025	Final corrections	UET

V.03	24.03.2025	Final version	IRdL

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1. INTRODUCTION

This deliverable aims to present tools, approaches, and strategies that the project BIM4WB will use to enhance its visibility and recognition, thereby contributing to its overall success and appeal.

It is recognized that effective dissemination and communication activities play a crucial role in EU-funded projects. Not only do they facilitate the communication of project goals and outcomes, but they also enhance the visibility of EU Research and Innovation initiatives, bridging the gap between science, technology, and the public.

To achieve this, in our project a dedicated Work Package (WP6) has been established to effectively manage both public and confidential outcomes. Starting from the initial information defined and outlined in the project proposal, this deliverable aims to provide a framework for all the partners to disseminate and exploit the ongoing activities during the project's lifetime. It details the methodology and the tools to be used for communicating and disseminating the project's results and outcomes to be widely known in the EU, Western Balkans, and beyond, and to gain the highest visibility level at national, regional, and international levels. This deliverable will be updated and adapted during the lifetime of the project to reflect the project's progress, and possibly new opportunities.

The plan will ensure that the consortium members actively contribute to maximizing the project's outreach. This will involve their participation in relevant workshops, conferences, and exhibitions, as well as the publication of project findings in suitable scientific journals and conference proceedings, thereby ensuring international visibility for BIM4WB project. Additionally, this task will monitor publications to ensure compliance with open access requirements

A variety of communication channels and materials will be employed, complemented by stakeholder workshops and conference participation, to foster broad engagement with the project's activities. WP6 is dedicated to the dissemination and exploitation of the BIM4WB project. Its primary objectives are to maintain ongoing dissemination efforts through channels such as the project website, social media, newsletters, workshops, and conferences; to increase awareness of the project's goals; and to promote interaction between the project, key stakeholders (including European, national, and local authorities), and the public.

The key deliverables of this work package are:

D6.1 Dissemination Plan and Sustainability Strategy

D6.2 Project Website

D6.3 Promotional Materials

D6.4 Newsletters (M10- M35)

D6.5 Final Conference

D6.6 Project Social Media Networks

2. BIM4WB'S DISSEMINATION STRATEGY

2.1 Purpose of dissemination strategy

Dissemination is one of the core activities of the BIM4WB project to ensure successful performance of planned activities and for project transparency, visibility and sustainability. This document is developed as part of the BIM4WB project 101183239-ERASMUS-EDU-2024-CB-VET co-funded by the Erasmus+ Programme of the European Union. The aim of this Dissemination Strategy is to ensure that the results and activities of BIM4WB project are fully disseminated to project partners, target groups, stakeholders and the public at large. The expected results of the BIM4WB dissemination strategy are: awareness-raising about the project, and informing the target audiences and the general public about the project outputs and results. This will be done mainly through activities during the initial stage of the project and will be actively supported by the dissemination tools. However, during the whole lifecycle of BIM4WB project, the consortium will create publicity for the project to attract potential future stakeholders and ensure maximum impact through communication to the target groups of the benefits that the project provides and of ways to exploit the results, as well as promotion of active participation in the project.

2.2 Dissemination objectives

The main aim of the dissemination strategy is to share knowledge among the project partners and to the interested stakeholders, in the field of the theory to practice centers for knowledge transfer that facilitate linkages to the business and policy sector and allows cooperation with civil society and media.

- To actively seek and explore avenues for disseminating and sharing information about the project's results, progress, and alignment with the overarching goals
- To precisely determine the most effective channels, strategies, and messages for reaching, involving, and fostering engagement with stakeholders.
- Establish core messages for the project, to be disseminated to the target groups.
- To foster integration and enhance commitment among consortium members to enhance the quality of collaborative work.
- Identifying dissemination methods and tools.
- Disseminating the results, solutions, and knowledge collected within a project to the general audience.
- Defining partners' responsibilities in dissemination activities.
- Defining timing of dissemination activities.

The dissemination activities will be therefore focused on:

- Raising awareness by informing the general audience about the project work.
- Dissemination of understanding by educating the target audience about the project work.
- The dissemination will be focused on the target audience, which can directly benefit from the project work.

2.3 Communication at Project Context

BIM4WB project visibility will be achieved by:

- using different online and offline communication channels (including, but not limited to: website, access to an online platform through the website, social networks (Facebook, LinkedIn, Instagram), dissemination materials, at least two national newspaper articles, info days in other universities and research centers, organization of roundtable with stakeholders and final promoting event;
- accurately strategizing the use of each tool to target a specific audience segment to maximize the tool's potential, creating a distinctive visual, graphic identity, which partners will use to ensure a consistent image of the project across its dissemination material, thus allowing the wider public to better recognize and understand the project.

Dissemination is a core component of the BIM4WB project, integrated into its management plan and sustained throughout its duration—during active implementation and beyond the conclusion of European funding. This comprehensive dissemination strategy encompasses the following activities:

- contacting relevant media e.g. at the local or regional level, conducting regular activities such as training, study visits, mobilities, assessing the impact on target groups, involving other stakeholders in transferring results to end users/new areas/policies.
- A final report stage - uploading the final project results and an update of the project description on the Erasmus+ Project Results Platform.
- continuing further dissemination, developing ideas for future cooperation; evaluating achievements and impact, contacting relevant media, contacting policymakers if relevant, cooperating with the European Commission by providing useful inputs to its dissemination and exploitation efforts.

2.4 Dissemination target groups and stakeholders

The BIM4WB project partners are committed to achieving maximum visibility for project results by identifying and engaging diverse target groups. This approach aims to optimize the reach of the project's message and ensure the successful attainment of its objectives. The primary goal of BIM4WB is to provide relevant, up-to-date information to diverse stakeholders on practical approaches and methods to bridge the gap between theoretical knowledge and real-world application in Building Information Modeling (BIM) within the construction sector. This will be facilitated through the establishment of specific bodies, such as training hubs and online platforms, designed to enhance skills, foster innovation, and promote industry adoption.
At the local level, all target groups will be engaged through a range of dissemination tools tailored to their needs. These include distributing promotional materials (e.g., brochures, guides) to VET students and citizens, maintaining an interactive project website, and leveraging social and digital media campaigns. These efforts will raise awareness about the

importance of improving BIM knowledge and skills, emphasizing their practical application in construction projects. Key beneficiaries, such as VET educators and industry professionals, will gain enhanced pedagogical capacities, access to digital BIM resources, and exposure to EU good practices. This will empower them to train students and workers effectively, increasing awareness of BIM's transformative potential in modernizing construction practices.

At the institutional level, partner organizations will experience improved engagement with industry employers and local authorities in the construction sector. Beneficiary institutions will be equipped to share BIM expertise and EU best practices with other regional VET providers and HEIs, fostering greater collaboration, mobility opportunities, and internationalization. By enhancing competencies in BIM methodologies, BIM4WB will contribute to strengthening labor market outcomes in participating regions, encouraging more professionals—particularly underrepresented groups such as adult learners and career changers—to pursue opportunities in digital construction fields.

As has been set out in the initial project proposal, the BIM4WB aims to tackle mainly the following target Groups:

- VET Students
- Professionals in the Construction Sector
- VET Providers and Educators
- Industry Employers
- Local and Regional Authorities
- Adult Learners and Career Changers

Below, Table 1 details the primary target groups, explains why they are critical to the project, and describes how they will be engaged.

Primary target group	Why	How
VET Students	To equip them with cutting-edge Building Information Modeling (BIM) skills, enhancing employability and digital competencies in the construction sector.	Awareness raising. Participation in events and initiatives. Be informed about the opportunities and outcomes of the project.
Professionals in the Construction Sector	To upskill them in BIM methodologies, improving efficiency, collaboration, and innovation in their professional practice.	Social media Website General press Videos, Newsletter
VET Providers and Educators	To introduce innovative BIM-focused teaching methods, enabling them to modernize curricula and train the next generation of construction professionals.	Training sessions, study visits to observe best practices, and collaborative development of BIM educational content for VET programs.
Industry Employers	To raise awareness of BIM's benefits (e.g., cost savings, project accuracy) and encourage adoption in their organizations.	Awareness raising. BIM4WB platform Social media Website

		General press Videos, Newsletter
Local and Regional Authorities	To inform them of BIM's potential to enhance urban planning, infrastructure projects, and regulatory frameworks, fostering policy support.	Awareness raising. BIM4WB platform Social media Website General press Videos, Newsletter
Adult Learners and Career Changers	To provide accessible BIM training for reskilling or transitioning into construction-related careers, supporting lifelong learning.	Awareness raising. BIM4WB platform Career-focused info days at each VET provider Social media Website General press Videos, Newsletter

2.5 Dissemination tools and channels

A list of dissemination tools is defined by all BIM4WB partners to map potentially interested organizations and experts for dissemination purposes. The following dissemination tools will be used during the project implementation:

- Promotional materials (Reports, roll up, templates, brochures)
- Project Website
- Social network account (Instagram, Facebook, LinkedIn and YouTube),
- Promotional materials (flyer/brochures, training course leaflets, posters, informative videos, roll ups),
- Events (Workshop, Webinars, Meetings) with relevant groups
- Scientific Publications (Book planned to be published as open-access),
- Newsletters

2.6 Key Messages

The key messages can be crafted to effectively communicate the project's value. These messages are guided by the following principles:

- Messages will be straightforward, using language suited to each target group. Non-technical terms will be prioritized where appropriate to ensure accessibility.
- Each message will be customized to address what specific target groups (e.g., VET students, industry employers) need to know about BIM4WB, ensuring relevance even when the same message is shared across audiences.
- All information will be fact-based and grounded in the project's achievable outcomes.

The key messages are:

- Empowering the next generation: Equipping VET students and adult learners with practical BIM skills to enhance employability and innovation in the construction sector.
- Strengthening industry collaboration: Fostering effective, sustainable partnerships between VET providers, HEIs, and construction employers to bridge theory and practice in BIM adoption.
- Enhancing educational capacities: Improving pedagogical skills and digital resources for educators to integrate BIM into training, modernizing construction education

Keywords for Dissemination Materials

The following keywords will be consistently used across dissemination materials to reinforce BIM4WB's identity and objectives:

- BIM for All
- Skills for the Future
- Construction Innovation
- BIM4WB

Keywords for Dissemination Materials

Depending on the context, the dissemination materials for BIM4WB will incorporate some or all the following keywords to highlight the project's mission, scope, and impact:

 # BIM Skills
 # Building Information Modeling
 # BIM4WB
 # Construction Innovation
 # BIM4WB Project
 # Digital Construction
 # VET Excellence
 # Industry Collaboration
 # Construction Education
 # Capacity Building in VET
 # Sustainable Construction
 # Erasmus+ Capacity Building
 # Skills Development
 # Knowledge Transfer in Construction
 # Student Employability
 # Academic-Industry Partnerships
 # Regional Construction Development
 # BIM Best Practices
 # Educational Innovation
 # Professional Upskilling
 # Cross-Border VET Collaboration
 # Labor Market Alignment

 # Innovation in VET Teaching
 # Adult Learner Empowerment
 # Erasmus Plus
 # European Union

3. DISSEMINATION ACTIVITIES AND TOOLS

3.1 Promotional materials and visual identity

Early on this project we have started working on the definition of the visual identity of the project. Following the guidelines of the Erasmus plus programme, the grant agreement specificities and in strict collaboration with our partners we have worked in defining collaboratively:

1. The logo, font, and images of our project. The definition of these elements has been led by European University of Tirana, but all partners have participated in its definition. During the kick off meeting on March 10 – 11 three versions of the visual identity were shown and partners were required to vote and chose the visual identity among 3 versions that were designed.

The chosen logo

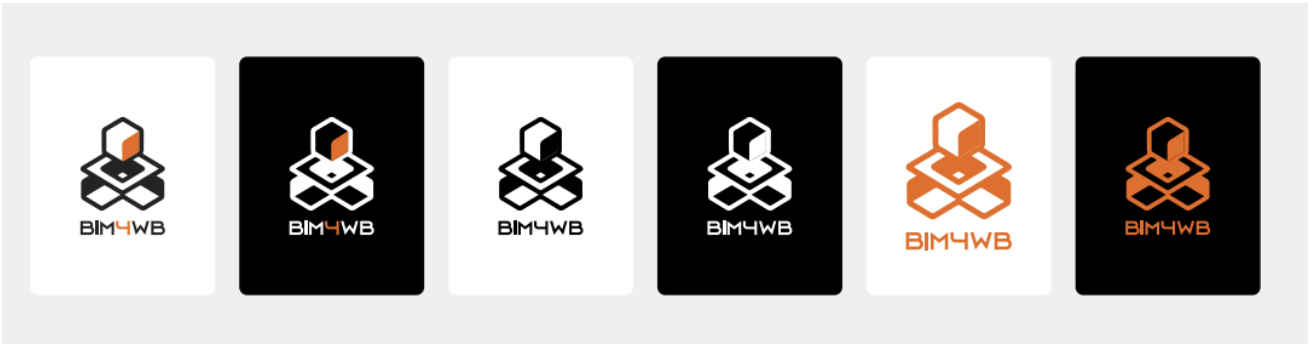


Two draft logos

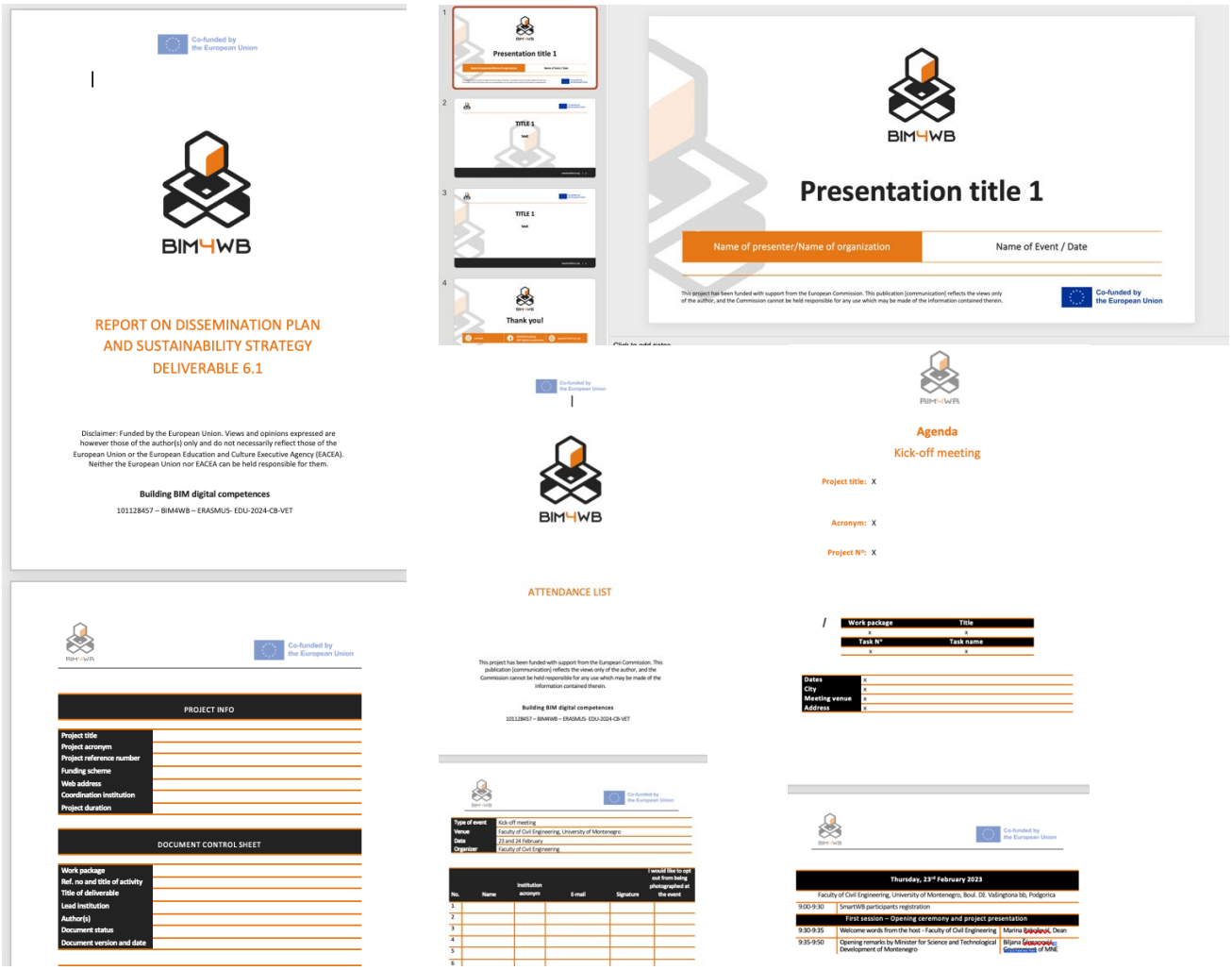




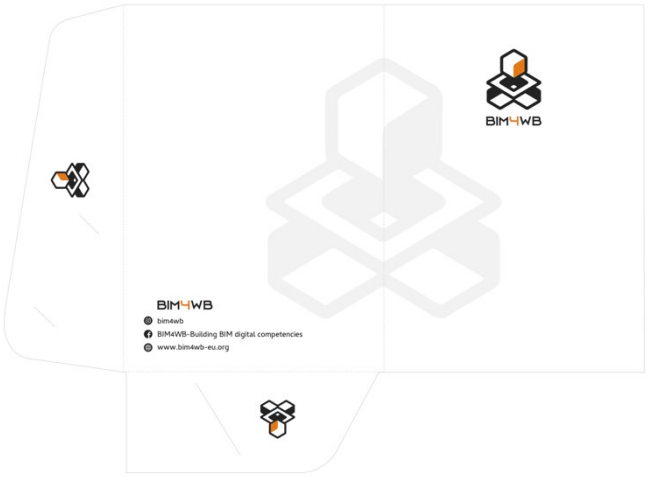
2. Alternative logos, based on the same matrix were also created to be used in different situations, such as darker backgrounds. These logos will be used in all activities, channels, and materials, such as the website, deliverables, technical documents, guidelines, and social media.



3. We have defined the different digital materials and templates to be used for the project presentation, communication, and implementation. Word template, PowerPoint template, and attendance list template for events.



4. Rollup, poster, folders design, containing basic information on the project, to be distributed at various events, conferences, workshops etc. these materials are developed in English language, but each partner could translate and adapt them to funnel better to their national audiences.





3.2 Programme logo

The European Union emblem (flag) must be used and the name of the European Union displayed in full. The name of the Erasmus+ programme can appear with the flag. The preferred option is to write "Co-funded by" or "With the support of", then "the Erasmus+ programme of the European Union" next to the EU flag (i.e. "Co-funded by the Erasmus+ programme of the European Union" or "With the support of the Erasmus+ programme of the European Union").

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the European Union

The following disclaimer shall be added to the inner pages of the publications and studies written by external independent bodies with support from the European Commission:
"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

In addition to the Dissemination Plan, partners should also consider the relevant European Commission documents: (https://ec.europa.eu/programmes/erasmus-plus/programme-guide/introduction/how-to-read-programme-guide_en).

3.3 BIM4WB Website

A user-friendly, well-designed and easily accessible website will be established and will be functional in its full capacity. Within the duration of the project, the website will be constantly updated with project activities and results of the project (reports, presentations of the events and trainings, meetings, etc.), besides the use of the EU Dissemination Platform for the mainstreaming and multiplication of project results and highlighting good practices.

The project website is an essential tool for project communication and promotion, that will gather all information and news about the project. It is firstly the entry point where different external stakeholders could get information about the project and connect with project partners. At the moment of writing this deliverable the project website structure has been defined and it is a work in progress for its implementation (first version to be issued at month 5).

The main sections of the website will be as follows:

- Home
- About the Project
- Project results
- News
- Platform
- Contact us

The BIM4WB website can be found here: www.bim4wb-eu.org

3.4 Social Media

Dedicated social media accounts (Facebook, Instagram and LinkedIn) are created early in the project (Month 3). These accounts will be sustained and continuously fed with new elements as they represent an important way for the consortium to be in touch with the BIM4WB target groups, and especially young people. The European University of Tirana (UET) is overall responsible for managing and feeding these accounts. However, all project partners are encouraged to send to UET any interesting information that can be communicated via the BIM4WB social media accounts. To maximize and engage the audience to which the BIM4WB results will be communicated, UET will run social media campaigns with advertisements and various motives (contests, prizes, etc.).

Links for social media platforms:

- Facebook: https://www.facebook.com/people/BIM4WB-Building-BIM-digital-competencies/61573618633675/?locale=sq_AL

- Instagram: https://www.instagram.com/bim4wb/
- LinkedIn: www.linkedin.com/in/bim-4wb-568137355

3.4.1 KPI for Social Media Accounts

Channel, tools and techniques	Objective	Target audience	KPI's – target	Way of measurement
Project website	Introduction of project concept activities and results, partners, news.	VET students, professionals, educators, industry employers, authorities, general public	Number of visits to the website during the project lifespan – 3000 visits.	Google analytics
Social network: Instagram, Facebook, LinkedIn	Presentation of the project news, raising awareness and promotion	VET students, adult learners, professionals, employers, educators, construction networks	Number of BIM4WB social media followers – 100 followers during the project lifespan	Direct verification through social media analytics
E-newsletters	Disseminate key outcomes, other project relevant news and events.	VET providers, educators, industry employers, authorities, European construction networks	Number of people receiving the newsletter	Direct verification through email records

3.5 Erasmus+ Project Results Platform

The Erasmus+ Project Results Platform (http://ec.europa.eu/programmes/erasmus-plus/projects/) will enable to achieve wider visibility of project results. The platform makes available deliverables, intellectual outputs too, which are outputs of the funded projects.
The BIM4WB project summary will consist of the following elements:

- context/background of the project,
- objectives of the project,
- number and profile of participants,
- description of activities; methodology to be used in carrying out the project,
- a short description of the results and impact envisaged; the potential longer-term benefits.

3.6 Web Pages of Consortium Members

The organizational websites will be used to disseminate project results.

3.7 Internal Communication

Internal communications define the communication between the Project Manager and the staff involved in the implementation of the project, as well as university's management level. The main premises on which this communication will be based are transparency, participation, openness and inclusion in the decision-making process.

The message for dissemination will be developed based on each activity and result of BIM4WB Project and will be consulted with UET - Leader for WP6 Dissemination. All partners can contribute to the definition of the message, particularly if they are organizing activities and preparing reports and other outputs.

3.7.1 Direct Communication

The project team will have official project meetings throughout the duration of the project. The project meetings are organized by the Lead Partner and the hosting partner. More details are set out in the Project Management Plan and Grant Agreement as well.

3.7.2 Electronic Communication

Day-to-day communication related to the project will happen through email, which is an efficient way to keep everyone updated. There will also be regular meetings, which will take place either online through online meeting platforms or in person. Additionally, there will be a Google Drive folder dedicated to the project, which facilitates the exchange of project documents. This platform has proven to be a valuable tool, as it allows us to easily share and collaborate on important project documents. For project dissemination and reporting purposes, Project Coordinator will use common unified templates such as meeting agendas, PPT, attendance lists, invitation letters, letterhead and so on.

3.8 Newsletters as Promotional Materials

BIM4WB project newsletter includes the presentation of the project objectives, target groups, and benefits; it will be downloadable from the project website and it will be printed to be used in different activities and events, along with a project rollup banner. Further targeted promotional material will be prepared to ensure the maximum dissemination of the project. Printed dissemination materials will be aligned with the relevant guidelines of the European Commission and will be created with the graphical identity of the project, and clearly state the EU's support.

3.9 Mass Media

The scope of the mass media communication activities will be to inform the general public about the BIM4WB project through news agencies and mass media with general or specialized interests. These media include local and national TV and radio channels, web media,

newspapers, and magazines with a wide audience. The BIM4WB project coordinator will disseminate the BIM4WB project through mass media

3.10 Participation in Targeted Events

Networking is a crucial way to share and exchange professional experiences and disseminate the project results. A common way to achieve effective dissemination is the participation of the BIM4WB stakeholders and collaborators in targeted events where BIM4WB will be presented. Personal contacts and presentations through attendance at relevant workshops, conferences, fairs, and other events are ranked top of the list of most popular dissemination channels and this approach is sought to be utilized for this project as well.

3.11 Amendments to the Plan

The Communication and Dissemination Plan can be amended by agreement of all partners or by a decision taken by the Project Management Board. Any new version is communicated to all the partners and takes effect 15 calendar days after this communication.

4. IMPACT AND SUSTAINABILITY

The BIM4WB project is designed to create a lasting impact on vocational education and the construction sector by developing a comprehensive Building Information Modeling (BIM) curriculum and high-quality training materials. Central to this initiative is the innovation of teaching and learning methodologies, emphasizing learner-centered and real problem-based approaches. These methods aim to bridge the gap between theoretical knowledge and practical application, equipping learners with the skills needed to address contemporary challenges in construction projects. By fostering critical thinking and hands-on experience, the project empowers VET students, adult learners, and professionals to excel in an increasingly digital and collaborative industry.

A key component of BIM4WB is the targeted training of teaching staff, including VET educators and academic professionals, to acquire new practical skills in BIM methodologies. This capacity-building effort will enable educators to effectively integrate BIM into their curricula, enhancing the quality of education and aligning it with industry demands. Through workshops, study visits, and collaborative development sessions, teaching staff will gain expertise in using BIM tools and delivering problem-based learning, ensuring that their students are well-prepared for real-world construction scenarios.

The establishment of the BIM4WB platform further amplifies the project's impact by providing a user-friendly, accessible online resource hub. This platform will serve as a centralized repository for sharing knowledge, training materials, case studies, and best practices related to BIM. It will cater to a diverse audience—VET students, educators, construction

professionals, industry employers, and regional authorities—offering resources such as interactive tutorials, digital toolkits, and examples of successful BIM implementations. By facilitating knowledge exchange and collaboration, the platform will strengthen ties between educational institutions and the construction industry, fostering a culture of continuous learning and innovation.

4.1 Impact

Expected impact	Realistic foreseen outputs	Measurable impact (KPIs)
Design and develop a BIM curricula and training materials	Innovated curricula involving learner-centred and real problem-based teaching and learning Training of teaching staff for acquiring new practical skills Establishment of the BIM4WB platform as an interactive, user-friendly online resource for sharing knowledge, resources, and best practices related to BIM	At least 40 students/professionals enrolled in the training course At least 15 teaching staff participating in training on personal and professional development skills
Alignment of the academic world with labour market enhancing employability of students	Online survey carried out to reach stakeholders from the WB industry sector to identify specific needs of companies and professionals in the BIM sector. The curriculum content undergoes a review process with stakeholders and consortia members to refine and finalize it, ensuring alignment with industry standards and educational requirements.	More than 40 stakeholders engaged to provide feedback on the needs of companies and professionals in the BIM sector and also on the curriculum content so it can ensure alignment with industry standards 15 teaching staff participating in training on personal and professional development skills
Innovative way of learning	Establishment of the BIM4WB platform as an interactive, user-friendly online resource for sharing knowledge, resources, and best practices related to BIM At least production of 10 modules content for the BIM4WB platform	At least 40 students from WB countries experience the innovative way of leaning exploiting state of the technology like VR etc.

4.2 Sustainability and continuation

To ensure long-term sustainability, BIM4WB incorporates several strategic measures:

4.2.1 BIM4WB platform

The platform developed during the implementation of BIM4WB project will remain at the VET providers and be available after the duration of the project. The output fosters the modernization of VET and will serve as a good practice example on national level. Partners will sign a commitment agreement so that the platform will be kept available after the end of the grant period.

4.2.2 BIM modules continuous improvement and adaptation

To keep the curriculum and platform relevant, a mechanism for continuous content updating and technological enhancement must be established. A dedicated team or working group responsible for monitoring industry trends and incorporating new developments into the training materials

4.2.3 Training material for VET providers (ToT) available as open educational resources

Sustainability will be assured by the availability of learning. Materials developed for the training sessions. Thus, workshops can be easily reproduced with very little financial effort or even used as self-learning materials.

4.2.4 Institutionalization of Project Outcomes

The institutionalization of project outcomes is crucial for ensuring the long-term impact of BIM4WB. This involves embedding the project's findings and methodologies into the VET providers in Albania and Kosovo to ensure that students continue to benefit from the project's insights long after it has ended. Additionally, working with policymakers to incorporate project insights into educational and economic policies is another critical aspect of institutionalization. By doing so, policymakers can make informed decisions that positively impact the education and economy of the region, ultimately leading to a sustainable and prosperous future.

5. DATA PROTECTION AND PROCESSING BY THE BENEFICIARIES

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection. They must ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subjects.
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- accurate and, where necessary, kept up to date.
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and
- processed in a manner that ensures appropriate security of the data.

The beneficiaries may grant their personnel access to personal data only if it is strictly necessary for implementing, managing, and monitoring the Agreement. The beneficiaries must ensure that the personnel is under a confidentiality obligation.

For more information on EU Regulation and compliance with data protection laws, refer to Article 15 of the Grant Agreement.

ANNEXES

Word document template



REPORT ON XXXXXXXX
XXXXXXXXXXXXX

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Building BIM digital competences

Project:

101183239 – BIM4WB – ERASMUS- EDU-2024-CB-VET

PROJECT INFO

Project title	Building BIM digital competences
Project acronym	BIM4WB
Project reference number	101183239
Funding scheme	Lump sum grant - ERASMUS- EDU-2024-CB-VET
Web address	https://bim4wb-eu.org/
Coordination institution	IES RIBEIRA DO LOURO
Project duration	36 months

The project aims to design and develop a Building Information Modeling (BIM) curriculum and training materials, focusing on innovating teaching and learning through learner-centered and real problem-based approaches. It includes the training of teaching staff to acquire new practical skills and the establishment of the BIM4WB platform, a user-friendly online resource for sharing knowledge, resources, and best practices related to BIM. The project targets enrolling at least 40 students/professionals in the training course and involves at least 15 teaching staff in personal and professional development skills training. It seeks to align academic offerings with the labor market to enhance student employability, with curriculum content reviewed by stakeholders to ensure it meets industry standards. Bim4WB is co-funded by the Erasmus+ Programme of the European Union during the period January 2025 – December 2027

PROJECT PARTNERS:

2. **IES RIBEIRA DO LOURO**
3. **BALIKESIR UNIVERSITY**
4. **EUROPEAN UNIVERSITY OF TIRANA**
5. **QENDRA PROTIK**
6. **UNIVERSUM INTERNATIONAL COLLEGE**

7. AGENCY FOR VOCATIONAL EDUCATION AND TRAINING AND ADULT EDUCATION

DOCUMENT CONTROL SHEET	
Work package	
Ref. no and title of activity	
Title of deliverable	
Lead institution	
Author(s)	
Document status	
Document version and date	

DELIVERABLE EXECUTIVE SUMMARY

VERSIONING AND CONTRIBUTION HISTORY			
Version	**Date**	**Revision description**	**Revision description**
v.01			

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Power point presentation template

BIM4WB

Presentation title 1

Name of presenter/Name of organization | Name of Event / Date

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BIM4WB

Thank you!

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DISSEMINATION AND COMMUNICATION ACTIVITY FORM

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Building BIM digital competences

Project:

101183239 – BIM4WB – ERASMUS- EDU-2024-CB-VET

Date	
Place	
Author	
Institution	

Communication activity description

Communication activity name		
Who? Target audience (Please select only one option)	☐ Industry, business partners ☐ Innovators ☐ Investors ☐ EU institutions ☐ National authorities ☐ Regional authorities	☐ Local authorities ☐ Civil society ☐ Citizens ☐ Research communities ☐ Specific user communities (if applicable) ☐ International organisation (UN body, OECD, etc.)
How? Communication channel (Please select only one option)	☐ Event (conference, meeting, workshop, internet debate, round table, discussion, etc.) ☐ Exhibition ☐ Interview ☐ Media article ☐ Newsletter ☐ Other	☐ Press release ☐ Print materials (brochure, leaflet, posters, stickers, banners, etc.) ☐ Social media ☐ TV/Radio campaign ☐ Video ☐ Website
Outcome (very specific Key performance indicators)		
Status	☐ Cancelled ☐ Delivered ☐ Ongoing ☐ Postponed	
Description of the communication activity:		

Dissemination activity description

Dissemination activity name		
What? Type of dissemination activity (Please select only one option)	☐ Clustering activities ☐ Collaboration with EU-funded projects ☐ Conferences ☐ Education and training events ☐ Meetings ☐ Other ☐ Other scientific collaboration	
Who? Target audience reached (You can choose multiple options)	☐ Industry, business partners ☐ Innovators ☐ EU institutions ☐ National authorities ☐ Regional authorities ☐ Local authorities ☐ Civil society	☐ Citizens ☐ Research communities ☒ Specific end user communities ☐ International organisation (UN body, OECD, etc.) ☐ Other ☐ Investors
Status of the dissemination activity	☐ Cancelled ☐ Delivered ☐ Ongoing ☐ Postponed	
Why? Description of the objective(s) with reference to a specific project output (max. 200 characters):		

Meeting Agenda form

Agenda

Kick-off meeting

Project title: X

Acronym: X

Project Nº: X

Work package	Title
x	x
Task Nº	**Task name**
x	x

Dates	x
City	x
Meeting venue	x
Address	x

(Date)	
First session – Opening ceremony and project presentation	
Time	Task	Partner(s)
9:35-9:50		
9:50-10:10		
10:10-10:20		
10:20-10:30		
10:30-11:00		
Second session -	
11:00-11:15		
11:15-11:40		
11:40-12:00		
12:00-12:30		
Third session -	
12:30-12:40		
12:40-12:50		
12:50-13:00		
13:00-13:10		
13:10-13:20		

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Attendance list template

ATTENDANCE LIST

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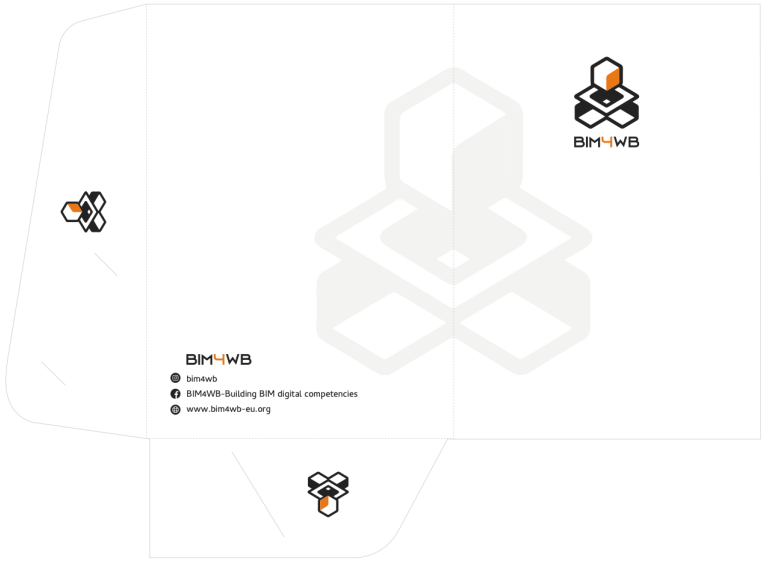
Type of event	
Venue	
Date	
Organizer	

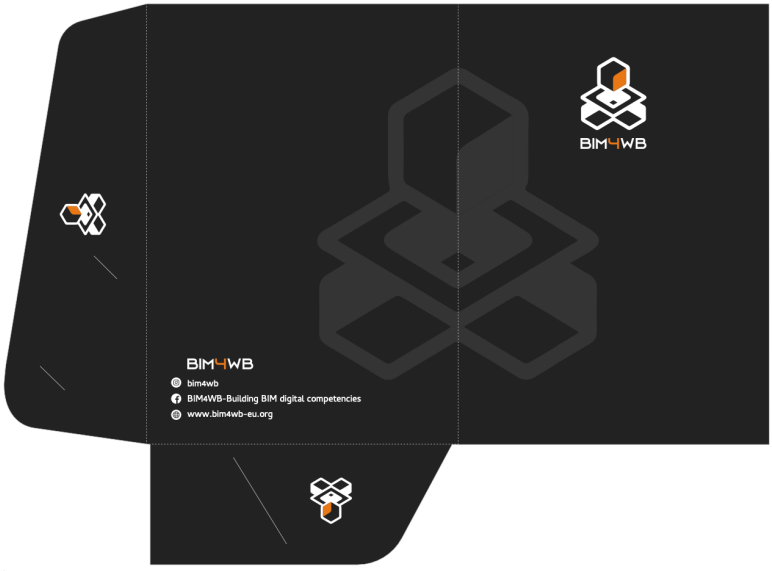
No.	Name	Institution acronym	E-mail	Signature	I would like to opt out from being photographed at the event
1					
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Roll up


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